Starfleet Academy

Instructor Handbook

Revised and Formatted: 241403.10
Vice Admiral Jim Scott
Commandant
Commodore Stormy O'Brien
Deputy Commandant

Imaginandi vis, nulli fines

-*-The power of Imagination, no boundaries -*-

DEDICATED TO:

Professor *Tom Magdiarz*

You created a great learning facility in 1996, and it's still going strong.

THANK YOU

To everyone who has taken up the adventure and challenges of StarFleet Academy Instructors and Administrators.

MISSION

The mission of Starfleet Academy is to assist UCIP Members in developing their characters by furthering their knowledge of the Star Trek Universe, enhance their SIMming Experience, develop their characters and gain knowledge of Star Trek and the Universe. To provide Graduates the ability to dedicate themselves to their chosen SIM and assist those who strive to one day to take on a command of their own.

Table of Contents

ACADEMY INSTRUCTORS:
- I. Requirements to be an Academy Instructor
- II. Instructor Responsibilities
- III. Student Procedures
  - A. Taking the course
    - Student Enrollment
    - Grading the Completed Exam
    - Awards, Citations and Notices
  - B. Attendance
- IV. Instructor Paper Work
  - A. Monthly Reports
  - Monthly Report
  - Roll Call
  - Instructor-> Student Correspondence
- V. Roster

EXECUTIVE STAFF:
- I. Requirements for Executive Staff Members
  - A. Deputy Dean
  - B. Dean
  - C. Deputy Commandant
  - D. Academy Commandant
- II. Executive Staff Duties and Responsibilities
  - A. Academy Commandant
  - B. Deputy Commandant
  - C. Deans
  - D. Deputy Dean
- III. Academy Etiquette and Protocol on the IRC
- IV. Promotions, Ranks & Positions
- V. Reprimands and Dismissal
- VI. Academy Meetings

MISCELLANIOUS:
- I. Executive Correspondence File:
  - A. Monthly Report Template
    - 1. Dean
    - 2. Commandant
  - B. Academy Meeting Report Template
- II. Resources
- III. Sources Cited and Versions

ACADEMY INSTRUCTORS:

I. Requirements to be an Academy Instructor: [Return to table of Contents]
Each Academy School Dean hires Instructors for the classes offered by her school
All new hires and returning Academy instructors are approved by the Academy Commandant

A. All prospective and current instructors must meet the following • possess a willingness to lead by serving others
- be a UCIP member
- active on at least one SIM
- maintain an active email account for use with the Academy
- check said email account at least once a day
- must have completed the course with 80% or better*requirements:

B. Sometimes it may be necessary to hire an instructor who has not taken the course she will be instructing. The instructor candidate must meet the additional requirements below:
- take and pass the course within 184 days of hire.
- the Exam will be given & corrected by a Dean of Academy following the guidelines in section
- the Dean will send the appropriate reports to the Commandant's office.

II. Instructors Responsibilities :
The Students are your primary concern. You serve the students best by ensuring your course runs smoothly and according to the following guidelines set forth by the Academy Commandant

A. Head Instructor
- Is the most senior officer determined by length of service to the course.
- Responsible for the instruction of their course to applicants
- Keep accurate student records
- Maintain an up-to-date course guide and exam
  (Course guide and exam updates are subject to the Dean and Commandant's approval)
- Provide an answer key to the Dean and Commandant.
- Ensures the sending of reports on the 25th of every month. Monthly reports must be sent to the respective course list & reports@academy.ucip.org
- Report dates & frequency may be changed by the Academy Commandant.
- Adheres to any academy IRC channel rules when online in the academy channels.
- Attends academy meetings.
- Responsible for training their assistant
- The Head instructor may delegate some of these duties to the Assistant Course Instructor
- Follows the student procedures listed below.

B. Assistant Instructor
- Assists the Head Instructor of the course as directed by him/her.
- Responsible for the running of the course in the absence of the Head Instructor.
- May be delegated to comprise and submit the Course report by the 25th of every month.
- Adheres to any and all of the Academy IRC channel rules when online in Academy Channels.
- Attends any IRC meetings called by the Academy executives.
- Follows the student acceptance procedure listed below.

III. Student Procedures [Return to table of Contents]

Students will come and go, and hopefully most will complete the courses. It helps them build better characters and SIMs. It helps strengthen the organization to give back to the members

Guide your student to where to find the answers but please do not "give" them the answers.
Ask the student what he or she thinks the question or exercise means.
Rephrase a question/exercise so the student better understands it.
Not everyone thinks the same way. =D
Encourage your students! Give helpful approved resource material

A. Taking the Course: [Return to table of Contents]
All correspondence with the student must be sent to the course-list & the student.
The Academy recommends taking one or two courses at a time.

Step 1: Student Enrollment
After you receive the student's application.
In the next 24- 48 hours You do the following:
• Check the archive database to make certain the student has not taken the course already.
If the student has taken and passed the course he does not need to retake it
• Send the Welcome Letter -make sure to fill in the students name and check all the links and email addresses.
• Send the Course guide.
• Send the Exam if the student requests it.

Step 2: Create a **student record**
• A student record follows a student through their time at the Academy.
• Include this information in your Monthly Report.

• Blank Student Record – copy and paste then fill it in.
• Example # 1
• Example # 2

Step 3: Student Confirmation
•The student confirms that he or she received the course guide.
•If the student does not confirm within 48 hours, send an email asking for confirmation.
•The Student has 2 weeks from the date you sent out the Guide to request the Exam.

Step 4: Follow up
7 Days after you sent send the welcome letter, send the **"weekly letter"** – find out if your student requires assistance or has questions.

Step 5: Sending the Exam.
•The student has two weeks from the time you send the exam to complete it.
•If a student requires more time to complete the exam, she may request two week extension.
•Only 2 extensions may be granted.

Step 6: Grading the Completed Exam
Once the Student returns the completed exam:
•You have 72 hours (3days) to grade and return it or send notice to the course-list & student of •when you expect to have it graded and returned.
•If the student passes the exam with a grade **80% -100%.** Go to Step 7.
• If the student scores a 79% or less:

Do the following:

- Return the exam with your notes and corrections.
- List which questions are incorrect

- Ask the student to redo the incorrect questions and resubmit her exam.
- The student has up to two attempts at retaking the exam.
- Scores may not exceed 100% in any circumstance.
- If extra credit is offered, the points CAN only be added to the score if the student taking the exam does not have a passing score.

Step 7: Awards, Citations, and Notifications..

- The Passing student & his CO receive

The Completion Citation:

This Citation states the student has passed with grade + award(s) given
The Course ribbon
Students who pass with 100% on the first attempt receive the Superior Performance Medal.

- The Commandant receives:

The Notice of Completion:

The Notice of Completion states the student has passed the course & what she was awarded. This Notification does not have the students grade.
Commandant then sends it through UCIP Announcements.

- Add the completion date to the Students record.
- Send all this information to the course ListServ where it will be archived.

Take a deep breath and prepare for the next student.

C. Attendance: [Return to table of Contents]

- All Students are expected to communicate with their instructors at least once every week.
- If the student fails to communicate for two weeks send a **Pending Drop Notice.**
- If the student fails to respond in 7 days, then issue a **Drop Notice.**
- Note the student's record with the dates you sent the Pending Drop and Drop Notices
- Send the drop notice to the following lists:

The Student's email
The Students CO
The Course list

Report date pending drop or drop notice is sent on the Monthly report.

IV. Instructor Paperwork [Return to table of Contents]

A. Monthly Reports:

1. Report

Report turned in by every SFA Instructor on the 25th of each month. Reports are an effective way to keep track of student records and an opportunity to officially let the deans and commandant know what's happening in your course.

Blank Report
Example

Reports are sent to reports@academy.ucip.org

2. Roll Call

Roll call is sent by the Commandant to all Academy Members are expected to respond with the following information:

Course (you instruct)
Rank &Name:

If your course had 0 students participating in your course, this report counts for your monthly report

B. Instructor -> Student Correspondence [Return to table of Contents]
These are form letters. You have to add the course name, stardate, student name and check the links & add where you can be reached besides the ListServ ie your IRC Nick #academy
You may change any of these letters to suit your style and course you instruct.
The Instructor Correspondence File can be found on LCARS
or from any Academy Executive.

The Instr-form letters Zip file contains the following:
Welcome Letter
Weekly Correspondence
Completion Citation with Ribbon (s) (Blank Citations on LCARS)
Completion notifications
Pending Drop Notifications
Drop Notification
Student Records (examples included below)

Student Records**:**
Here you'll find a blank student record you can copy and paste then fill in. This record is mandatory for each student who takes a course. The Record is archived for future reference. It can be copied and pasted into your monthly report.

Student Rank and Name:
Position:
SIM:
CO
SIM's Command Email:

Application received & welcome letter sent:
Course:
Course Guide sent:
Exam sent:
Exam Completed:
Graded:
Pass Notice & Ribbons awarded:
Completion notice sent:
Congratulations Sent Via UCIP Announce:

Example:
Student Rank and Name: Ensign Daisy Duck
Course: Fighter Pilot
Position: Flight Control
SIM: USS Walt Disney
CO Capt Goofy
SIM's Command Email: cmd @ Walt (dot) ucip (dot) org

Application received & welcome letter sent: 241401.03
Course Guide sent: 241401.05
Exam sent: 241401.05
Extension granted: 241401.10
Pending Drop Notice: 241401.31
Drop Notice sent: 241402.08
Follow up sent:241405.08
Application received: 2414.05.09

Exam Completed: 241405.19
Graded: 241405.22
Ribbons awarded: 241405.22
Completion notice sent: 241405.22
Congratulations Sent Via UCIP Announce: 241405.22

V. Roster

STARFLEET ACADEMY FACULTY ROSTER 241403.05

Commandant Vice Admiral James Scott
Deputy Commandant Commodore Stormy O'Brien

SIMGUIDE SCHOOL
Dean Lt Cmdr Corbo Tivalen

Instructor Name: Corbo Tivalen
Instructor Rank: Lieutenant Commander
Course Taught: SIMGuide

Instructor Name: (Substitute)Vokar
Instructor Rank: Captain
Course Taught: SIMGuide

Instructor Name: Donald Davis
Instructor Rank: Fleet Admiral
Course Taught: SIMGuide

ADVANCED SCHOOL
Dean Vice Admiral James Scott

Instructor Name: Andrew Munroe
Instructor Rank: Commodore
Courses Taught: Astrophysics & General Science

Instructor Name: Lucas De Wynter
Instructor Rank: Lieutenant Jg
Course Taught: Marines

Instructor Name: Christoper Plum
Instructor Rank: Commander
Course Taught: Engineering

Instructor Name: Althea Swanson
Instructor Rank: Captain
Course Taught: Medical & Counseling

Instructor Name: Thompson(academy)
Instructor Rank: Captain
Course Taught: Enlisted

Instructor Name: Moss(Academy)
Instructor Rank: Lieutenant
Course Taught: Operations

Instructor Name: Frey Ayyn'vida
Instructor Rank: Commander
Course Taught: Helm/Navigation

Instructor Name: Vokar
Instructor Rank: Captain
Course Taught: Sec/Tac

Instructor Name: Steck
Instructor Rank: Captain
Course Taught: Fighter School

Instructor Name: Tiffany Skylar
Instructor Rank: Commander
Course Taught: Starbase

Instructor Name: Steck
Instructor Rank: Captain
Course Taught: Judge Advocate General (JAG)

Instructor Name: Substitute James Scott
Instructor Rank: Vice Admiral
Course Taught: Warrant Officer

COMMAND SCHOOL
Dean Commodore Stormy O'Brien

Instructor Name: Thompson(academy)
Instructor Rank: Captain
Course Taught: Senior Officer Training

Instructor Name: Suzzana Blokpoel
Instructor Rank: Vice Admiral
Course Taught: Commanding Officer

Instructor Name:Stormy O'Brien
Instructor Rank: Commodore
Course Taught: Executive Officer Training

Instructor Name: Sub: Stormy O'Brien
Instructor Rank: Commodore
Course Taught: Flag Officer Training

EXECUTIVE STAFF MEMBERS: [Return to table of Contents]

The Executive Staff of the Academy are current members of the Academy Faculty who have several months of experience as a Head Instructor and has gained experience in handling Academy related issues.

The Executive Staff is the Commandant, Deputy Commandant, Dean Of SIMGuide, Dean of Advanced School, and the Dean of Command School. The Executive Staff is similar to the Command Team of a SIM. Capt, XO, 2XO and Department Heads. The members of the Executive Staff work closely with the Commandant keeping him up-to-date information about what is happening within their department. The Executive Staff works with and for the Commandant in the daily running of the Academy.

I. Requirements for Executive Staff Members:

A. Deputy Deans

- Possess a willingness to lead by serving others
- UCIP member
- Active in at least one SIM, Senior Officer in good standing
- Member of the Academy for 6 months or more
- Have an active email account for use with the Academy and must have the ability to check said email account at least once a day.
- Able to step in for the dean of their department should it be required.
- Have good problem solving skills and understand how to use the Chain of Command.
- Log into the IRC #academy a minimum of two hours a week to engage with Executive Staff, Instructors and assist Students.

B. Deans

- Possess a willingness to lead by serving others
- UCIP member
- Active in at least one SIM, Senior Officer in good standing
- Member of the Academy for 6 months or more
- Have an active email account for use with the Academy and must have the ability to check said email account at least once a day.
- Able to step in for any instructor when the instructor is unavailable.
- Have good problem solving skills and understand how to use the Chain of Command.
- Log into the IRC #academy a minimum of two hours a week to engage with Executive Staff, Instructors and assist Students.

C. Deputy Commandant

- Possess a willingness to lead by serving others
- UCIP member
- Must active on at least one SIM, Senior Officer in good standing
- Member of the Academy for 12 months or more months
- have an active email account for use with the Academy and must have the ability to check said email account at least once a day.
- Must be able to step in for the dean or instructor of any department or course at the Commandant's request.
- Have good problem solving skills and understand how to use the Chain of Command.
- Log into the IRC #academy a minimum of two hours a week to engage with Executive Staff, Instructors and assist Students.

D. Academy Commandant

- Possess a willingness to lead by serving others
- UCIP member
- Must active on at least one SIM, Senior Officer in good standing
- Member of the Academy for 12 months or more months
- have an active email account for use with the Academy and must have the ability to check said email account at least once a day.
- Must be able to step in for the dean or instructor of any department or course at the Commandant's request.
- Have good problem solving skills and understand how to use the Chain of Command.
- Requires 3 hours a week minimum to the Academy on the IRC #academy working with Executive Staff, Instructors and Students.

II.. Executive Staff Duties and Responsibilities [Return to table of Contents]

A. Academy Commandant

- May Delegate Duties to the Deputy Academy Commandant
- Ensures the smooth running of UCIP Academy
- Sends a Monthly report by the 5th of each month to:
  President@ucip.org & reports@academy.ucip.org
- Holds an IRC monthly meeting on the 3rd week of the month (may elect a representative)
- Attends any IRC meeting where the Academy should be represented (may elect a representative)
- Responsible for and upholds all academy disciplinary procedures.
- Has final say of all academy disciplinary matters and resolution of all disputes pertaining to academy operations.
- Ensures the academy channel rules are being adhered to and leads by example.
  Retains ownership of all *@academy.ucip.org mailing lists and ensures maintenance of said lists.
- Ensures Main Academy Web Site is kept up-to-date.
- Approves the creation of all courses or updating of courses.
- Approves the Hiring and Firing of all Academy Staff.
- Keeps a record of all Academy Staff members and their last promotion date.
- Keeps the UCIP Academy Database up-to-date.
- Ensures that the UCIP Bylaws are upheld within the Academy.
- Reviews this handbook every 12 months and makes updates as necessary to reflect changes to any policies or procedures.

B. Deputy Commandant

- Works with the Commandant in all avenues of Academy business.
- Ensures the smooth running of UCIP Academy.
- Works with the Commandant to send a Monthly report by the 5th of each month to
  president@ucip.org
  reports@academy.ucip.org
- Attends the IRC monthly meeting on the 4th week of the month (as needed)
- Attends any IRC meeting where the Academy should be represented (as needed)
- Responsible for and upholds all academy disciplinary procedures as well as all conflict resolution of disputes pertaining to the academy and its operations.
- Ensures the academy channel rules are being adhered to and leads by example.
- Retains co-ownership of all *@academy.ucip.org mailing lists and ensures maintenance of said lists.
- May recommend other instructors for awards to the ccmdt@academy.ucip.org.
- Ensures Main Academy Web Site is kept up-to-date.
- Aids in approving the creation of all courses or updating of courses.
- Keeps a record of all Academy Staff members and their last promotion date.

- Keeps the UCIP Academy Database up-to-date.
- Ensures that the UCIP Bylaws are upheld within the Academy.
- Reviews this handbook every 12 months and makes updates as necessary to reflect changes to any policies or procedures.

C. Academy Dean *(May Delegate Duties to the Deputy Dean)* [Return to table of Contents]

- Responsible for recruiting instructors for courses within their school, and getting their hiring approved by the Commandant, and ensuring that all courses are adequately staffed.
- Responsible for the training of instructors within their department.
- Consults with course Head Instructors when revising or updating course exams/guides.
- Troubleshoots inquiries and complaints made by students and members of their Academy Academy School..
- Responsible for being an active participant on the Academy Executive body, contributing to all discussions and taking part in decision making for policies that affect the Academy.
- Checks readability of course guides within their schools.
- Ensures instructors within their school are adhering to academy policy and procedures.
- Carries out tasks delegated to him/her by the Commandant or Deputy Commandant, in addition to his/her own duties.
- Advises the Commandant and/or Deputy Commandant of possible options in regards to planning and implementing Academy policies and procedures.
- Ensures the sending of an updated Department report on the 30th of each month to reports@academy.ucip.org and acadex@ucip.org
- Reports to all academy staff meetings, may elect to have his/her Deputy Dean stand in as a representative.
- If practical, attends any IRC meetings where the academy should be represented.
- Ensures Academy IRC Channel rules are adhered to when online and leads by example.
- Sends welcome letters to new instructors within his/her school as well as thank you letter to departing instructors within his/her school.
- May recommend their department instructors for awards to the school exec list servs:

SIMGuide School Dean: simguide-exec@academy.ucip.org
Advanced School Dean: advanced-exec@academy.ucip.org
Command School Dean: command-exec@academy.ucip.org
Commandant's Office: ccmdt@academy.ucip.org,

D. Deputy Dean [Return to table of Contents]

- Responsible for recruiting instructors for courses within their school, and getting their hiring approved by the Dean of his/her school, and ensuring that all courses are adequately staffed.
- Responsible for the training of instructors within their department.
- Troubleshoots inquiries and complaints made by students and members of the Academy.
- Responsible for being an active participant on the Academy Executive body, contributing to all discussions and taking part in decision making for policies that affect the Academy.
- Ensures instructors within their school are adhering to academy policy and procedures.
- Carries out tasks delegated to him/her by the Dean of his/her school, in addition to his/her own duties.
- Advises the Commandant and/or Deputy Commandant of possible options in regards to planning and implementing Academy policies and procedures.
- Ensures the sending of an updated Department report the 30th of each month to reports@academy.ucip.org and acadex@ucip.org
- Reports to all academy staff meetings. (as needed)
- Ensures Academy IRC Channel rules are adhered to when online and leads by example.
- May recommend their department instructors for awards to the school exec list servs:

SIMGuide School Dean: simguide-exec@academy.ucip.org
Advanced School Dean: advanced-exec@academy.ucip.org
Command School Dean: command-exec@academy.ucip.org
Commandant's Office: ccmdt@academy.ucip.org,

III. Promotions, Ranks & Positions [Return to table of Contents]

See SFA Standard Operation and Procedures: Section VII Page 7 Procedures for Promotion

Addendum to Starfleet Academy Standard Operating Procedures

Section VII Page 7: Procedures for Promotion

- Promotions and Awards are given twice yearly: February 6th and August 6th. Either by email report or IRC meeting.
- Milestone Achievements as close to the date achieved as possible.
- Attendance Awards are given quarterly: March 17th, June 17th, Sept 17th and Dec 17th

IV. Reprimands and Dismissal: [Return to table of Contents]

The Starfleet Academy Standard Operations and Procedures Handbook covers this subject in detail in Section V Page 5

V. Academy IRC Meetings [Return to table of Contents]

- Academy Staff Meetings will be held at the convenience of the Executive Staff.
- Academy meetings are open to all Active Academy members but no longer mandatory
- Meetings will be 90 minutes in length including prep time.
- Academy Executives will meet 30 minutes before the meeting to discuss and organize the Agenda.
- If the meeting is canceled the Academy Commandant will reschedule.
- The meeting time will be sent to all members via academy@academy.ucip.org. Typically 1 to 2 weeks before the actual meeting date.
- Instructors please send your concerns, suggestions, or announcements to your department Dean 48 hours prior to the Academy meeting so it can be added to the agenda.

A standard agenda will be:

1. Introduction
2. General Academy Address
3 Status Update
4. Departmental Updates
5. Basic SIMGuide
6. Advance Courses
7. Command School
8. Questions for Academy Staff
9. Round Table
10. Other items may be added as needed.

NOTE: Promotions and Awards are no longer given at the Academy Meetings. See February 2014 for details.

Dept Cmdt note: If you do not attend the meetings you do not get to complain about the results.

A. Academy Meeting Report

An Academy meeting report will go out within 5 days of the meeting. The Report will include a record of attendance, announcements, all topics discussed, and a copy of the Academy Meeting log. It may be redacted. (personal comments removed.)

see also: See: Standard Operating Procedures section X. Procedures for Meetings. There are some changes not yet added to the SOP.

V. Academy Etiquette and Protocol on the IRC [Return to table of Contents]
Academy Members and Executives set the example for the UCIP and our actions follow us from SIM to SIM and were ever we roam in character online. We strive to maintain the highest level of professionalism while having fun helping others learn the Star Trek SIM Genre

Simply put:

- Be professional or at the very least cordial.
- Your students come first.
- Visitors also come first when students questions have been answered or not present.
- Intellectual debates, intellectual and stimulating conversation is encouraged.
- Insults, cussing, malicious gossip and arguing with each other is strictly prohibited.

Cmdt Note: The basic rule of thumb is: If you wouldn't say it in front of your mother, don't say it at all.

If any Academy member sees another individual in the Academy Channels behaving unprofessionally, please remind the "offender" respectfully of the rules -even, even if that member outranks you. Nine times out of ten, this will correct the problem. No further action is needed.

If the offensive behavior continues, notify follow the Chain of Command, notify an Academy Dean or the Commandant.

At no time is argument about this permitted, and if such argument ensues, the individual should be immediately removed and or banned from the channel by one of the Academy Exec's. A log of all incidents resulting in removal from the channel or a ban should be sent to ccmdt@academy.ucip.org.

Academy IRC Chat Rooms:

#academy
This is the General Academy Channel. This is where members will come when they need assistance with something Academy related, and quite often, when they need something just IRC or UCIP related. Our job is to always point them in the right direction to find the material(s) they need. If we do not know the answer, we find the answer ourselves, and or refer the Student or Instructor to someone who does have the answer.

#acadex
This is the Academy Executives general chat channel. Unless you are called in, or wish to talk to any or all the Academy Executives who are online, you will probably never use this channel. This room requires you to be an Academy Executive to remain.

In this room the Academy Executives discuss confidential matters. We will ask you to leave if you are not an Academy Executive or a part of the discussion. If you've managed to loiter in the room, you will be kicked out, if you return you will be banned from the room.

Channel Ops Levels:

Owner (~) Academy Commandant
SOP's (&) Deputy Commandant and Deans
OP's (@) Academy Staff
HOP's (%) Services Director and Deputy, President and Vice President
Voice (+) Individuals under Evaluation (Staff or Potential Staff)
Note: Further ops are optional and are set up at the discretion of the Academy Commandant.

For more information see: The Starfleet Academy Standard Operating Procedures Section XI Pages 9 & 10: Members Code of Conduct You will find an explanation of the Chain of Command there.
See also: Section XIII Page 8: Policy Regarding IRC Channels

MISCELLANIOUS

I. Executive Correspondence File: (upon request)

A. Monthly Report Template
Example
B. Academy Meeting Report Template
Example

II. Resources:

Starfleet Academy

Starfleet Academy Forum

UCIP LCARS

Memory Alpha

StarTrek.Com

III. Sources Cited and Revisions: [Return to table of Contents]

StarFleet Academy Instructors Handbook
Standard Operating Procedures and Polices
By: Tom Magdiarz- 2397

Revision 01.0: Leia Dean - n/a
Revision 02.0: Kath Janeway – 2403
Revision 03.0: Tom Magdiarz/Magh'Tok – 240107.0
Revision 04.0: Kang/Tom Magdiarz - 240112
Revision 05.0: G`onk - 240212
Revision 06.0: Jaeneva - 240405
Revision 07.0: Thomas McGill - 240406
Revision 07.1: Jaeneva – 240410
Revision: 07.1 Tailyn/Julien Aubert 2408
Revision 07.1 Julien Aubert 240911.19
Revision 07.2 S H'daen tr'Tomalak 240109.12

SCO241403.10